ULAB/UHB FINAL EXAMINATION BRIEFING
SEMESTER I, 2016/2017
PROCEDURES ON THE FINAL EXAM DAY
(28/12/2016)

CONTENTS

1. ==ONE HOUR BEFORE THE EXAM STARTS==

Person-in-charge	Task
Chief Invigilators for big centres i.e. • **Masjid Sultan Ismail (MSI) &** • **Perpustakaan Raja Zarith Sofia (PRZS)**	1. to **sign out** the **Exam Papers, Chief Invigilator's Package, & Exam Requirements** (e.g. answer booklets, refreshments, etc.) from *Bilik Kebal* between <u>7.45 am - 8 am for the morning session & 1.15 pm – 1.30 pm for the afternoon session</u> 2. to **accompany** the **Exam Papers, Chief Invigilator's Package, & Exam Requirements** to the exam centre. A vehicle is provided to transport the items. The Chief Invigilator <u>may ride along</u> in the provided vehicle or <u>follow behind</u> the provided vehicle with his/her own vehicle. The Chief Invigilator **may assign** another invigilator to accompany the Exam Papers on his/her behalf
Chief Invigilators for small centres i.e. • **P16,** • **L50,** • **Kolej Rahman Putra (KRP),** • **Kolej Tun Fatimah (KTF), &** • **Kolej Tun Dr Ismail (KTDI)**	1. to **sign out and collect** the **Exam Papers, Chief Invigilator's Package & Exam Requirements** (e.g. answer booklets, refreshments, etc.) from *Bilik Kebal* between <u>7.45 am - 8 am for the morning session & 1.15 pm – 1.30 pm for the afternoon session</u> 2. to **bring** these requirements to the exam centre. <u>No vehicle is provided</u>. The Chief Invigilator **may ask** other invigilators to help him/her bring the exam question papers to the exam centre
Invigilators for big centres i.e. **MSI & PRZS**	1. to **wait at the drop-off venue** at <u>8 am for the morning session & 1.30 pm for the afternoon session</u>. It would be <u>appreciated</u> if the Chief Invigilators could inform the time of arrival to the drop off venue to the Invigilators 2. to **assist carry** the **Exam Papers, Chief Invigilator's Package, & Exam Requirements** into the exam hall
Invigilators for **P16, L50, KRP, KTF, & KTDI**	1. to **wait at the exam centre** at <u>8 am for the morning session & 1.30 pm for the afternoon session</u>. 2. to **assist carry** the **Exam Papers, Chief Invigilator's Package, & Exam Requirements** into the exam hall, if required
Assistant Invigilators	to **be at the exam centres** at <u>8 am for the morning session & 1.30 pm for the afternoon session</u>

2. <mark>CONTENTS OF CHIEF INVIGILATOR'S PACKAGE</mark>

a. *Sampul Kecil* **(Yellow File)**

    i. ~~Final Exam Briefing 2016/2017-1 (Attachment 1)~~
    ii. Final Exam Schedule 2016/2017-1 (Attachment 2)
    iii. List of Facility Management Staff & Contact Numbers 2016/2017-1 (Exam Centres & Security Personnel)(Attachment 3)
    iv. *Panduan Penyeliaan dan Pengawasan Peperiksaan Akhir* – contains responsibilities of Chief Invigilator, Invigilator, and Assistant Invigilator (Attachment 4)
    v. Final Examination Conduct, Misconduct, and Penalty (Attachment 5)
    vi. *Borang Pengawasan Peperiksaan Akhir* – for invigilators's attendance record and Chief Invigilator's report (Attachment 6)
    vii. Announcement Scripts for Final Examination (Attachment 7)
    viii. *Senarai Laporan Kehadiran Peperiksaan* – contains three columns to be marked: Attendance slips, Attendance, Scripts (Attachment 8)
    ix. List of Sections and Lecturers (Attachment 9)
    x. List of Students Barred from Final Examination (if relevant)(Attachment 10)

b. Print-outs of 'Course Code, Section Number, Lecturer's Name, & No of Students'

    i. To be **displayed** by Chief Invigilators and Invigilators <u>at the back of a chair to indicate the designated sectio</u>n as students will be seated according to course and section.

c. Brown Envelopes for Answer Scripts

    i. An A4 paper with information on **Course Code, Section Number, Lecturer's Name, & Total Number of Attendance** is <u>pasted on each Brown Envelope</u>

    ii. Chief Invigilators will need to **write** the **Total Number of Attendance/Scripts** over the total number of students in each section

    iii. Please **DO NOT STAPLE** the *Senarai Laporan Kehadiran Peperiksaan* **ON** the Brown Envelope. **PUT** the *Senarai Laporan Kehadiran Peperiksaan* **IN** the Brown Envelope with the Answer Scripts

d. Stationery

    i. Marker Pen – to write the **Total Number of Attendance/Scripts** on the Brown Envelope
    ii. Stapler and Staples
        • to seal the Brown Envelope
        • to staple the Answer Booklets together if students use more than one booklet (if relevant). Strings are no longer provided
    iii. Adhesive Tape – to tape the print-outs of 'Course Code, Section Number, Lecturer's Name, & No of Students' at the back of the chairs to indicate the designated sections

3. EXAM REQUIREMENTS

a. **Answer Booklets** for

    i.   ULAB2112/UHB2422

    ii.   ULAB3122/UHB3022

b. **Attendance Slips**

    i.   for **all courses** including the ones using the Answer Booklets

c. **Refreshments**

    i.   for all invigilators

a. *What to do if students are caught cheating?*
If students are caught cheating/ copying, report to the Chief Invigilator. CI will **record students' details** in *Borang Pengawasan Peperiksaan Akhir*, but <u>allow</u> the students to complete the exam. Do not send them out.

b. *What if students arrive late?*
   i.   Students arriving **not more than 30 minutes late** <u>are allowed</u> to take the exam. **No extra time** should be given for late-comers.
   ii. Students arriving **more than 30 minutes late** <u>are not allowed</u> to take the exam.

c. *What if students turn up at the wrong test centre (eg DSI instead of KRP)?*
If there is a large group of students turning up at the wrong test centre, ask them to leave and get to the right venue. If it is a small number, allow them to take their exam there. Again, **no extra time** will be given to those arriving late.

d. *What if students need to go to the toilet?*
I & AI will **accompany** them to the toilet. Mobile phones are to be left on the floor next to their exam table and not to be brought to the toilet to prevent students from googling / calling friends to ask for answers. Before students enter the toilet, I & AI **must check** that there is no item or document that can assist the students with the exam has been left in the toilet.

e. *What if the college halls are still locked at 8 am?*
Call the college staff to open it for you. Telephone numbers are available in the Chief Invigilator's package.

f. *What if barred students come for the exam?*
Let them sit through the exam, **jot a note** on the answer script about their presence at the exam hall, and put their answer scripts in the Brown Envelope labelled for their section.

g. *What if students do not bring a matric card?*
   i.   Ask for **any photo ID** i.e. an identity card, a driver's license or a library card with photo
   ii. If all photo IDs are **lost** i.e. due to theft, students must **show a police report**. If there is no police report due to time constraint, CI can **snap a photo** of the student and send it to the respective lecturer for **verification**.
   iii. If students **left the photo** IDs at the college, ask them to <u>go back and take the IDs</u>. If they arrive back at the exam centre **more than 30 minutes** after the exam commences, <u>do not</u> let them take the exam.

5. RETURN OF ANSWER SCRIPTS

a. Chief Invigilator is responsible for all answer scripts and will have to **RETURN ALL ANSWER SCRIPTS** to *Bilik Kebal* **immediately** after the exam.

b. Chief Invigilator may allow instructors to take home the answer scripts for their own section(s), but the instructors must go to *Bilik Kebal* and **sign** in the **RECORD OF COLLECTION OF FINAL EXAM SCRIPTS**

6. COLLECTION OF ANSWER SCRIPTS

- From En Redhuwan from **28 June 2016**
- Please sign the **RECORD OF COLLECTION OF FINAL EXAM SCRIPTS** for each course/section (Attachment 11)

7. LIST OF ATTACHMENTS

1. Final Exam Briefing 2016/2017-1
2. Final Exam Schedule 2016/2017-1
3. List of Facility Management Staff & Contact Numbers 2016/2017-1 (Exam Centres & Security Personnel)
4. *Panduan Penyeliaan dan Pengawasan Peperiksaan Akhir*
5. Final Examination Conduct, Misconduct, and Penalty
6. Sample *Borang Pengawasan Peperiksaan Akhir*
7. Announcement Scripts for Final Examination
8. Sample *Senarai Laporan Kehadiran Peperiksaan*
9. Sample List of Sections and Lecturers
10. Sample List of Students Barred from Final Examination
11. Sample Record of Collection Of Final Exam Scripts

Thank you

Prepared by:

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24 December 2016